



# Amesbury

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July 13, 2021

## **Community Development Coordinator**

The City of Amesbury (estimated population 18,000), a dynamic Merrimack Valley community rich in tradition with a vibrant and expanding economic base, is seeking a strong candidate to serve as the City's Community Development Coordinator.

**HOURS OF WORK:** 35 hours per week, Monday - Friday

**CLASSIFICATION:** Full Time, Non-Exempt, Non-Union

**COMPENSATION:** \$27.47 - \$28.57 per hour

**POSITION PURPOSE:** The Community Development Coordinator manages the development review process for the Office of Community and Economic Development including intake of applications, public notices and engagement, and communications to the Planning Board and Conservation Commission. The Coordinator also provides support for the City's Community Development Block Grant program.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide professional and administrative assistance to support the department's development review and permitting responsibilities including but not limited to:
  - Respond to inquiries from the public and provide assistance regarding the permitting process.
  - Review and analyze development applications for completion.
  - Manage the online permitting portal for the Planning Board and the Conservation Commission, including any updates as needed.
  - Post meetings, draft legal advertisements, and distribute abutters' notices for all Planning Board and Conservation Commission meetings.
  - Coordinate the interdepartmental review team.
  - Organize the agenda and materials needed for Planning Board and Conservation Commission meetings
  - Research and compile information for Planning Board and Conservation Commission as requested periodically.
- Provide professional and administrative assistance to the Community Development and Housing Manager, as it pertains to the Community Development Block Grant Program, including, but not limited to:
  - Coordinate with social service agencies as they deliver services to residents of Amesbury.
  - Assist with tasks associated with the Amesbury Housing Rehabilitation Program.
  - Assist with grant proposal writing for annual CDBG Grants from the Department of Housing and Community Development.
- Maintain calendar of critical dates in the review of development plans.
- Maintain current planning-related information on the City website.
- Assist with occasional Department-wide planning projects.

- Assist in the maintenance and updating of the Department's page on the City's website.
- All other duties as assigned

**SUPERVISION:** Works under the general supervision of the Community and Economic Development Director.

**REQUIRED SKILLS AND QUALITIES:** Bachelor's degree in planning, environmental science, or public administration with two to three (2-3) years related work experience; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Effective writing and presentation skills and the ability attend evening and early morning meetings. Knowledge of word processing, spreadsheet, presentation and graphic design software.

**DESIRED QUALITIES AND QUALIFICATIONS:** The Coordinator shall possess some level of working knowledge of urban planning policy and design; State statutes governing the development permitting process; a strong interest in economic, sociological and environmental aspects of planning; environmental, ecological planning and sustainability principals.

The Coordinator shall possess an ability to communicate effectively orally and in writing with City employees, state and federal agencies, non-profit organizations, contractors, developers, property owners, and the general public.

The Coordinator shall possess an ability to establish and maintain effective working relationships with the public, members of citizen boards and committees, and department staff. Ability to work independently and to manage multiple projects in a detailed and organized manner.

#### **WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS:**

Must be able to handle varying levels of noise and activities. Standing, walking, bending, crouching, seeing, hearing, talking, carrying, climbing, and the ability to lift 50 lbs. is required.

To apply, please email a cover letter and resume to:

Heather Worrall, Human Resource Coordinator, City of Amesbury

worrallh@amesburyma.gov

To remain posted until filled.

*The City of Amesbury is an Equal Opportunity Employer. The City of Amesbury does not discriminate in hiring or employment on the basis of race, color, religion, sex, sexual orientation, gender identity and expression, age, genetic information, national origin, ancestry, disability, veteran status or membership in the armed services, marital status or any other protected category under federal or state law.*